

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

LAW DEPARTMENT - Expenditure incurred on out-sourcing the services of two Attenders namely Smt. Devireddy Lakshmi and Smt. B.Swarnalatha in Law Department on contract basis through private agency - Payment of Rs.18086/- (Rupees Eighteen thousand and eighty six only) to M/s. Signy Management Services Private Limited, Hyderabad for the months of January, 2011 and February, 2011 during the period from 21-1-2011 to 20-2-2011- Sanctioned - Orders - Issued.

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**LAW (M.I) DEPARTMENT**

G.O.Rt.No. 422

Dated: 01-03-2011.

Read the following:

1. G.O.Rt.No.2501, Finance (SMPC) Department,  
Dated 13-07-2006.
2. G.O.Rt.No. 4271, Finance (SMPC) Department, Dated 1-11-2008.
3. G.O.Ms.No.3, Finance (SMPC-II) Department, dated 12-1-2011.
4. G.O.Rt.No.290, Law, Dated 01-2-2010.
5. From M/s. Signy Management Services Private Limited, Hyderabad, Letter, Dated 24-2-2011 along with Bill No.648, Dated 24-2-2011 and Advance Stamped Receipt for Rs.18086/-.

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**ORDER:**

In the G.Os. 4th read above, an amount of Rs.12722/- (Rupees twelve thousand seven hundred and twenty two only) was sanctioned towards remuneration, 4% Agency Commission and other statutory payments for the months of December, 2010 & January, 2011 for the period from 21-12-2010 to 20-1-2011 to M/s. Signy Management Consultancy Services, Hyderabad for sponsoring (2) Attenders namely Smt.Devireddy Lakshmi and Smt B.Swarnalatha on outsourcing basis.

2. In the G.O. 3<sup>rd</sup> read above, the remuneration of personnel working on Contract/outsourcing basis was revised w.e.f 12-1-2011. In respect of Data Entry Operator, remuneration has been enhanced from Rs. 5,500/- to Rs. 9,500/- P.M and remuneration of Typist was enhanced from Rs.4,900/- to Rs.8,400/- P.M and remuneration of Office Subordinate (Attender/Last grade services) was enhanced from Rs. 3,900/- to 6,700/- P.M.

3. In the reference 5<sup>th</sup> read above, M/s. Signy Management Services, Private Ltd., Hyderabad has submitted bill along with Advance Stamped Receipt for a sum of Rs.18086/- (Rupees Eighteen thousand and eighty six only) towards remuneration, 4% Agency Commission and other statutory payments for the months of January, 2011 & February, 2011 for the period from 21-1-2011 to 20-2-2011 for sponsoring the above said (2) Attenders on outsourcing basis.

4. After careful examination, sanction is hereby accorded for payment of an amount of Rs.18086/- (Rupees Eighteen thousand and eighty six only) towards remuneration, 4% Agency Commission and other statutory payments for the months of January, 2011 & February, 2011 for the period from 21-1-2011 to 20-2-2011 to M/s. Signy Management Services, Private Ltd., Hyderabad for sponsoring (2) Attenders namely Smt. Devireddy Lakshmi and Smt. B.Swarnalatha, as per the details shown below:-

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| <b>Bill No. &amp; Date</b>      |               | <b>Amount</b>  | <b>Period/Classification</b>  |
|---------------------------------|---------------|----------------|---|
| Bill No.648 ,<br>Dt: 24-2-2011. |               | Rs.13400       | From 21-1-2011 to 20-2-2011 for (31) days for (2) Attenders   |
|                                 | (-)           | 1608           | 12% on remuneration towards Employees Contribution to Provident Fund  |
|                                 | Sub-Total (A) | 11792          |   |
|                                 | (-)           | 234            | 1.75% on remuneration towards Employees contribution to State Insurance (E.S.I)                               |
|                                 | Sub-Total (B) | <b>11558</b>   | <b>Remuneration to be paid to the employee</b>  |
|                                 | (-)           | <b>160</b>     | Professional Tax @ Rs.80/- per each for 2 Attenders from 21-1-2011 to 20-2-2011                               |
|                                 |               | <b>11398/-</b> |   |
|                                 | (+)           | 1608           | 12% on remuneration towards Employees Contribution to Provident Fund  |
|                                 | (+)           | 1824           | 13.61% (12% on remuneration towards Employer's Contribution to Provident Fund + 1.61% Administrative Charges) |
|                                 | (+)           | 234            | 1.75% on remuneration towards Employee's contribution to Employee's State Insurance)                          |
|                                 | (+)           | 636            | 4.75% on remuneration towards Employer's contribution to Employee's State Insurance.                          |
|                                 | (+)           | 160            | Professional Tax @ Rs.80/- per each for 2 Attenders from 21-1-2011 to 20-2-2011                               |
|                                 | (+)           | 536            | 4% on remuneration towards Agency Commission  |
|                                 | Sub-Total (C) | 16396          |   |
|                                 | (+)           | 1689           | 10.3% on Total Bill (10% Service Tax and 3% on Service Tax towards Education Cess)                            |
|                                 | Grand Total   | Rs.18086/-     |   |

(Rupees Eighteen thousand and eighty six only)

5. The expenditure sanctioned in Para (5) above shall be debited to “2052 Secretariat General Services - M.H 090 Secretariat - S.H. (10) Law Department - D.H. 300 Other contractual services”.

6. Law (Claims) Department are requested to draw an amount sanctioned Rs.18086/- (Rupees Eighteen thousand and eighty six only) at Para (5) above and disburse the same to M/s. Signy Management Services Private Limited, Hyderabad under proper acknowledgment.

7. The Managing Director, M/s. Signy Management Services Private Limited, Hyderabad is directed to pay an amount of Rs.5779/- (Rupees Five thousand seven hundred and seventy nine only) per each (excluding E.P.F. and E.S.I towards employee's contribution) to Smt. Devireddy Lakshmi and Smt.B.Swarnalta, Attenders, Law Department towards remuneration for the months of January, 2011 & February, 2011 for the period from 21-1-2011 to 20-2-2011 and produce a certificate regarding proper remittance of E.P.F. and E.S.I contributions (Employee's + Employer's) for release of payment for subsequent month. Any violation, noticed in payment of remuneration to the individual employed through the agency and remittance of EPF/ESI contributions, action will be taken against the Outsourcing agency as per rules.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

A.Shankar Narayana  
Secretary to Government,  
Legal Affairs (FAC)

To

The Managing Director,  
M/s. Signy Management Services Private Limited,  
Opp. to Shankarmatt, Nallakunta,  
HYDERABAD- 500 044.

Copy to: The D.P.A.O., Secretariat Branch, Hyderabad.

“ : Law (Claims) Department.  
“ : The Branch Manager, E.S.I. Corporation, Chikkadpally, Hyderabad.  
“ : Employees' Provident Fund Organization, Bhavishyanidhi Bhavan,  
Barkatpura, Hyderabad – 500 405.  
“ : S/f and S/c.

// Forwarded::By Order//

SECTION OFFICER